

Part Time Administrative Assistant (temporary—through Dec. 21, 2018)

About ICNC:

The International Center on Nonviolent Conflict (ICNC) is an independent, non-profit, educational foundation that develops and encourages the study and use of civilian-based, non-military strategies to establish and defend human rights, democracy and justice worldwide. Since our founding in 2002, ICNC has pursued its mission by organizing five to six-day regional institutes around the world for scholars and practitioners, and many other online webinars, courses, and training workshops, with participants from close to 140 countries. We also support groundbreaking research, curriculum development, translations of critical educational resources, and the development of new written and audiovisual materials about civil resistance. For more information, see: www.nonviolent-conflict.org

About the Administrative Assistant Position:

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: **June 15, 2018**

Duration: Until **December 21, 2018**; Part time: 20-25 hours/week (\$15/hour)

Application instructions: Visit [Submittable](#) and fill out the online application form

Application deadline: **May 25, 2018**. Applications will be reviewed on a rolling basis, however.

Scope of Work

The Administrative Assistant works closely with the ICNC Program Associate, ICNC President and other ICNC staff to support the organization's administrative and logistical operations. ICNC is also in the process of systematically reviewing and updating contacts in our CRM (Salesforce) and the administrative assistant will support this process. Primary responsibilities and duties include but are not limited to:

Administration and Logistics:

- Work with ICNC's Program Associate to conduct a variety of general administrative tasks for ICNC staff
- Schedule meetings between staff members and visiting contacts

- Assist with accounting and financial tracking tasks, such as processing reimbursements for outside contractors
- Assist ICNC staff with expense reports as needed
- Assist in circulation of educational materials including preparing, sending, and tracking packages of ICNC resources for activists and academics

Data entry and maintenance:

- Updating Salesforce contact information (average of 10-12 hours per week)
- SimplyCast email campaign data analysis
- Support ICNC's Digital Initiatives Team with Google Analytics review of ICNC's various online platforms
- Occasional research on civil resistance related topics and annotation of relevant articles

Programs and Activities:

- Book hotel reservations and travel accommodations for staff members and contacts
- Assist with planning and preparation for workshops, conferences, events, and other ICNC activities
- Assist in responding to general inquiries and requests
- Participate in some in-house meetings and occasional events in DC; take and distribute notes to ICNC staff

Editorial work:

- Review calls and announcements related to ICNC programs, including ICNC's Translations Program; review includes copy-editing, hyperlink-checking, and formatting text for the website and email campaigns
- Help develop and update webpage content related to ICNC programs

Communication:

- Visually enhance calls and announcements with multimedia, including finding relevant images
- Occasionally draft text for social media campaigns
- Assist in managing correspondence with academic and field contacts

Applicant Qualifications

REQUIRED:

- Prior professional experience in administrative support work
- Candidate must excel at time management, and be detail-oriented and well-organized
- Candidate must be dedicated to careful and efficient data entry
- Professionalism and discretion when dealing with confidential information
- Proficiency in Microsoft Word, Excel, Outlook and Google Docs

- Language: Fluency in English, including strong English language editing and writing skills
- Must have permission to work in the U.S. and must be located in the D.C. area

PREFERRED:

- Experience with Salesforce or other CRM database
- Experience with WordPress or other CMS, online publishing, and digital media
- Proficiency in language(s) other than English
- An interest in the following subjects: International relations, human rights, social movements, civil resistance, peace and conflict studies, or comparative politics

The International Center on Nonviolent Conflict is an Equal Opportunity Employer, committed to diversity in the workplace. It does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.